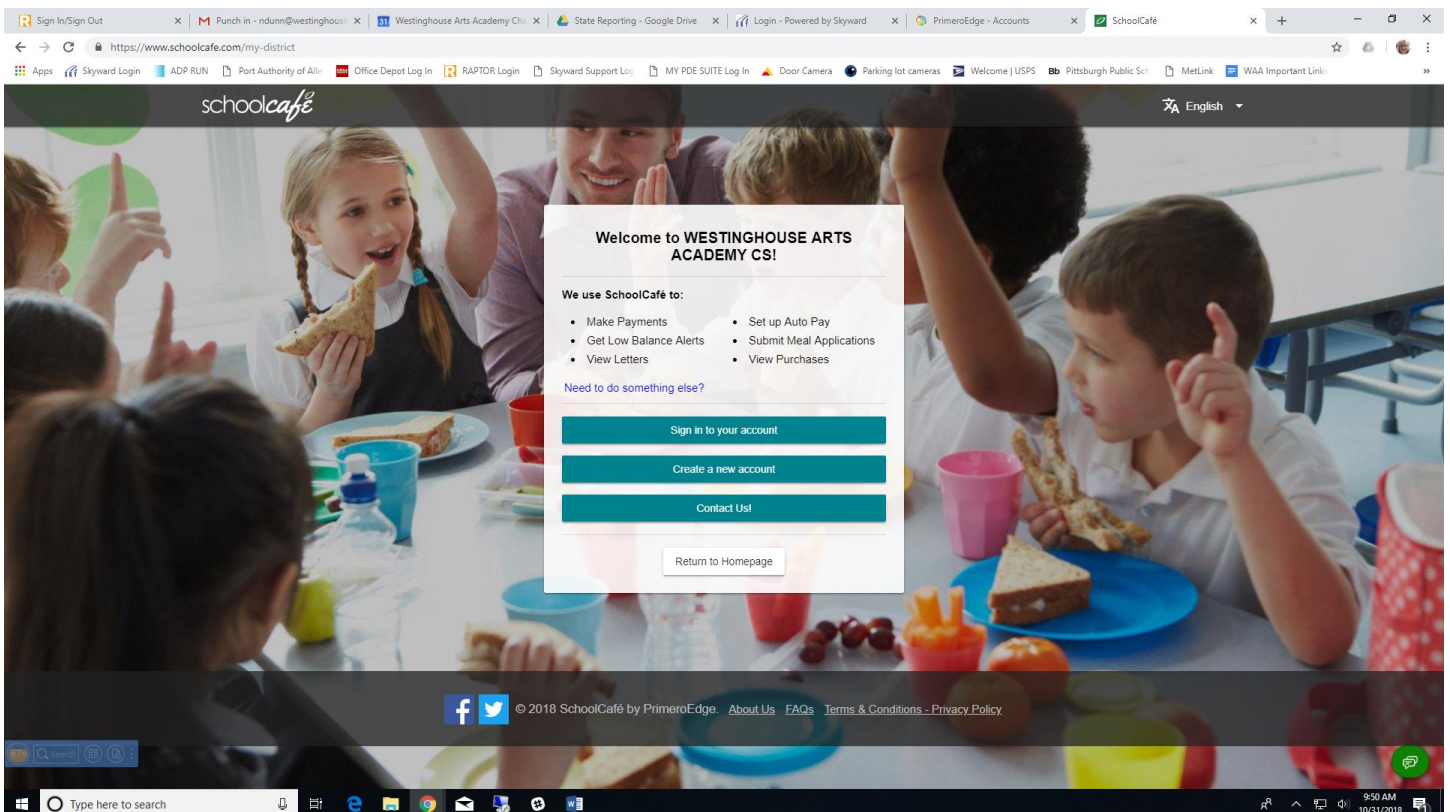
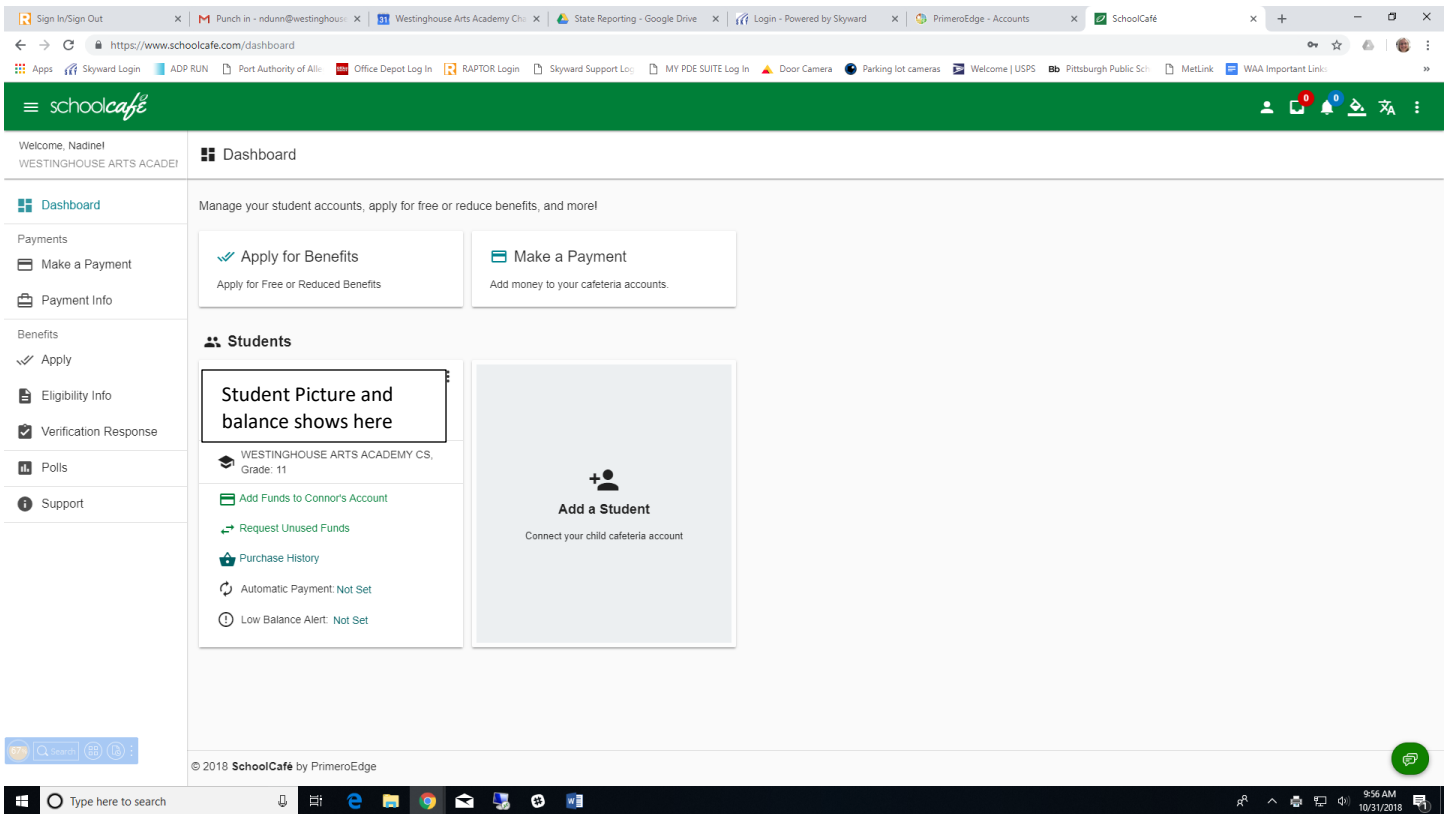


Log onto [www.schoolcafe.com](https://www.schoolcafe.com)

To create an account – choose our state and then choose Westinghouse Arts Academy Charter School as our district. Then click my district.

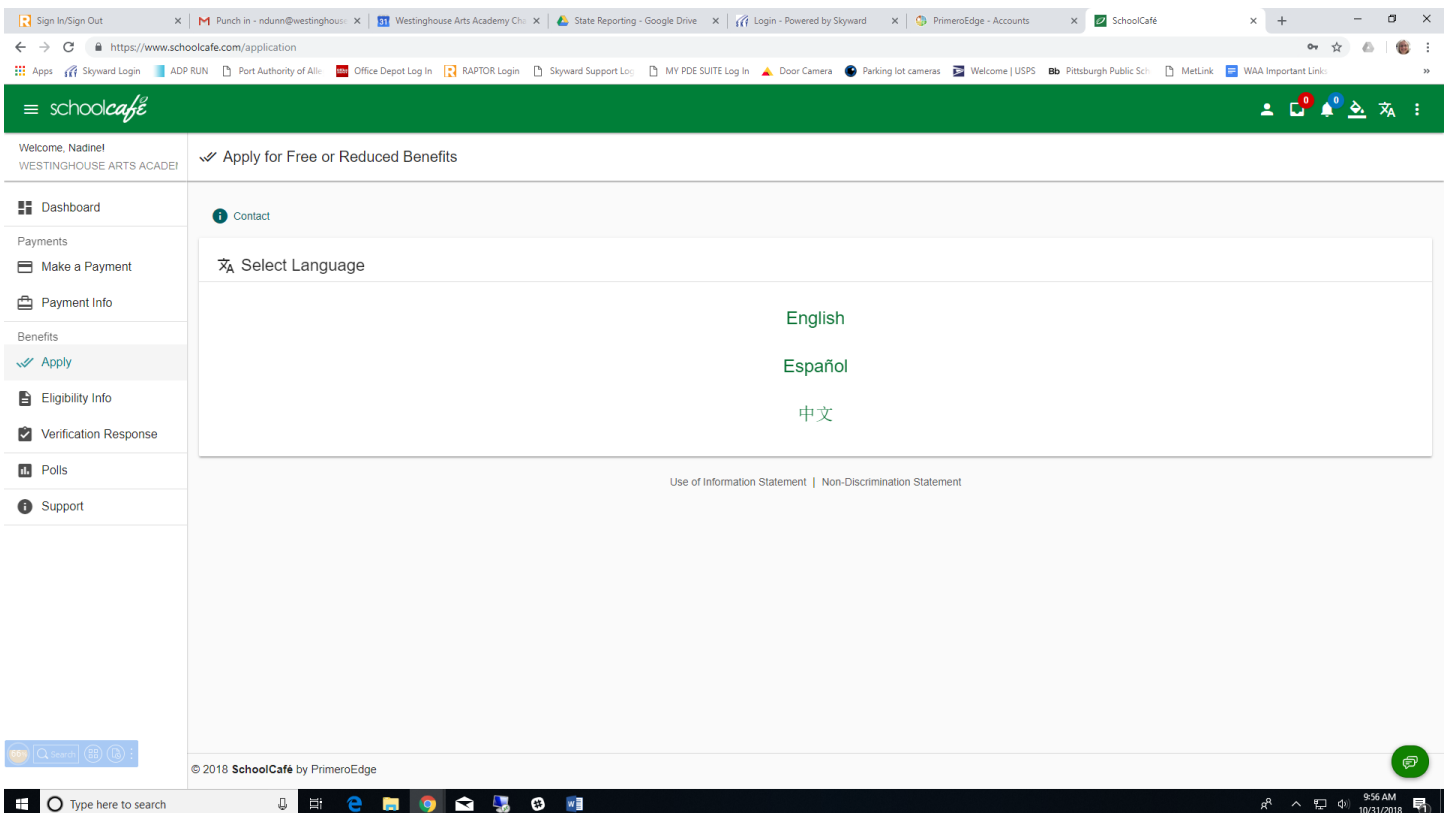
From the next screen (shown below) you can create a new account or sign in to your account.





Once you have created an account, the Dash Board screen (pictured above) show you your student(s) and what their account balance is.

To apply for Free or Reduced Lunch – You click on Apply (for benefits) from the Dash Board screen. The next screen asks in what language you would like to view the application in.



Once you choose which language, YOU answer the questions and complete the application. It's very easy and only takes about 15 minutes.

Normally the school is notified about 48 business hours after your application is submitted.

#### **FAQ –**

**Do I have to apply every year?** If your student does not receive government assistance or has a case number, **then you should submit an application every year.** Students who may have had free or reduced lunch the previous year have a **60 day** window of amnesty while applications are being processed at the beginning of the school year. **After that 60 days, if an application is not submitted lunches will be charged at full price. Current year prices are Breakfast Meal \$1.90 / Lunch Meal \$3.30**

**I was granted free or reduced lunch last year, should I reapply?** If your situation has changed or if you don't receive government assistance, you should re-apply.

**I cannot find my student's name to link my account to. Who should I contact?** You can reach out to Kathy Parello, Director of Food Service – 412-646-1718 or [kparello@westinghousearts.org](mailto:kparello@westinghousearts.org). Also, make sure you have chosen Westinghouse Arts Academy Charter School as your district.

**What is my school district?** Please use Westinghouse Arts Academy Charter School when choosing your school district.

**If my application did not go through or I did not realize I needed to re-apply, what will happen to any negative lunch balance that is created?** Once Harrisburg notifies us that you have been approved for either free or reduced lunch, any charges for a Breakfast or Lunch MEAL will be adjusted. Any item that was purchased outside of a Breakfast or Lunch MEAL will be charged at cost of item.

**What if I need to change my credit card or I am having issues with the APP / website, how do I contact School Café?** You can contact School Café directly at 1-866-442-6030, once in phone tree, select Option #2 for assistance.

**For all other questions, please contact Kathy Parello at 412-646-1718 or [kparello@westinghousearts.org](mailto:kparello@westinghousearts.org)**